

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>709</b>
			<b>Original Date</b>	<b>09/12/1984</b>
	<b>Department: Food Services</b>		<b>Revised Date</b>	<b>10/09/2014</b>
	<b>Visitor Meals</b>			

### **POLICY:**

Visitors may eat meals at the facility as authorized by the Superintendent or Department Directors.

### **PROCEDURE:**

1. Guest Meals:
  - A. Guest meals must be authorized by the Superintendent or Department Directors for persons visiting the facility on State business. The Department Director will deposit the money in the Business Office and obtain a receipt upon request for the paying party. The cost for a meal will be the current charge of \$2.50 per meal.
2. Gratuitous Meals:
  - A. Employees of the Department of Public Health & Human Services, advisory committees, non-salaried visitors, and employment program participants who contribute to the program of the facility are entitled to gratuitous meals with proper authorization. The Superintendent or Department Directors may authorize gratuitous meals and will notify the Food Service Department when this determination is made.
  - B. Residents may request gratuitous or guest meals for friends and family. Advance notice is requested.
3. The person authorizing more than two (2) persons to eat either a gratuitous or guest meal will notify the Food Service Department as soon as possible.
4. Food Service Department will be notified of needed guest trays prior to meals.